

VIRGINIA DEPARTMENT OF EDUCATION  
EDUCATIONAL INFORMATION MANAGEMENT SYSTEM (EIMS)

***Student Data File Procedures***

Winter 2005

*Please note: All documentation and procedures are subject to change throughout the VA EIMS process.*

## Introduction

Contained in this document are procedures for creating the student data files to be used in the Virginia Educational Information Management System. Each participating division will submit one file containing all records for all students for all schools within their division to Pearson Educational Measurement (PEM). This document defines the valid file format that will be accepted.

## Data File Layout

The EIMS student data file layout is based on the Virginia Department of Education Student Record Collection Format (SRC).

Each participating division will prepare a student data file. This file layout is based on the EOY 2004 SRC layout. VDOE has added several fields to the bottom of the EOY 2004 SRC layout to make it applicable to the EIMS process.

This file must contain all records (i.e. inactive, active, and "n") for all students in all schools within your division. The only exception to this rule is that each division is strongly encouraged to submit ONLY students that do not have a Statewide Testing Identifier (STI). This will reduce the size of the file that each division submits, reduce the time it takes PEM to load the file, reduce the number of resolutions required by the division, and ease importation of the STIs back into the division Student Information System (SIS) because the division will receive only NEW STIs, as opposed to ALL STIs for all students within the division.

Please create this file per the VDOE specification for the Fall 2004 SRC (EIMS Participant version). These specifications can be found via the following URL:

<http://www.pen.k12.va.us/VDOE/Publications/student-eoy/datacoll/coll.htm>

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### **Valid File Format**

We will be concentrating our validation edits on the following are the fields:

010	Unique Local Student Identifier
020	Responsible Division Number
030	Responsible School Number
040	Serving Division Code
050	Serving School/Center Code
060	Active Status Code
100	Exit/Withdrawal Date
110	Racial/Ethnic Code
120	Gender Code
130	Birth date
140	Grade Level Code
160	Primary Disability Code
180	Disadvantaged Status Flag
190	Limited English Proficient Status Code
240	Migrant Status Flag
280	Title I Code
650	EIMS Testing Identifier
660	Student's First Name
670	Student's Middle Initial
680	Student's Last Name

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Below are additional data validation notes for the fields not covered by the VA DOE SRC specifications.

**Student First Name:**

- This is a required field.
- Valid values: A-Z, a-z, comma, space
- Validation notes: for the Fall 2004 data files, PEM will perform the following:
  - Following special characters will be converted to BLANKS: Apostrophe, Tick, Dash, Period, Left Parenthesis, Right Parenthesis, digits 0-9, Asterisk, and Question Mark.
  - All letters will be converted to upper case
  - Field will be truncated to 9 characters
  - Please note: This field will be truncated to 9 characters for the creation of testing identifiers in Fall 2004. However, it will not be truncated on reports.

**Student Middle Initial:**

- Valid values: A-Z, a-z, space
- Validation notes: for the Fall 2004 data files, PEM will perform the following:
  - Following special characters will be converted to BLANKS: Apostrophe, Tick, Dash, Period, Left Parenthesis, Right Parenthesis, digits 0-9, Asterisk, and Question Mark.
  - All letters will be converted to upper case
  - Field will be truncated to 1 character

**Student Last Name:**

- This is a required field.
- Valid values: A-Z, a-z, comma
- Validation notes: for the FALL 2004 data files, PEM will perform the following:
  - Following special characters will be converted to BLANKS: Apostrophe, Tick, Dash, Period, Left Parenthesis, Right Parenthesis, digits 0-9, Asterisk, and Question Mark.
  - All letters will be converted to upper case
  - Field will be truncated to 11 characters
  - Please note: This field will be truncated to 11 characters for the creation of testing identifiers in Fall 2004. However, it will not be truncated on reports.

**EIMS Testing Identifier:**

- For the FALL 2004 data files this IS a required field.
- Valid values: 0-9, space
- Validation notes:
  - If you are submitting only new students (i.e. students without STIs) this field may be left blank. (Please note: The preferred method for submission is to submit only new students.)

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### **Data File Submission**

Once the student data file is created per the specifications outlined above, it can be submitted to PEM via the Virginia EIMS website under Managing Data. Click on "Send a File" and follow the prompts on the screen.

When submitting your student data file, PEM requests that only one data file per division be submitted containing all students from all schools with in that division. Please name your electronic data file using the following naming conventions:

Format: DDD-DivisionName-MMDDYYYY-DEMO.tab

Example is: 123-VirginiaBeach-04052004-DEMO.tab

**DDD** = your 3-digit Division Code

**Division Name** = Division Name

**MMDDYYYY** = date file created

**DEMO** (hard coded)

**tab** (hard coded)

No spaces are allowed in the file name

### **Next Steps**

1. Student Data File Cleaning:

- a. Upon receipt of the student data file, PEM will send the file through validation. If there are any errors, PEM will forward the identified errors to the Project Manager via email.
- b. The division Project Manager (or delegate) will clean the data within the SIS and resubmit the student data file via the Virginia EIMS website.
- c. This process will repeat until the file is "clean" (error-free).
- d. PEM will notify the division when the file is "clean".

2. PEM Student Data File Loading and Matching:

- a. PEM will load the clean file into EIMS.
- b. Each student record in the student data file will be matched with other student demographics previously loaded into EIMS.
- c. If a student is determined to be a new student, that student will be given a new testing identifier. If the student matches a previously loaded student, that student will be given the previously assigned testing identifier. Otherwise, the student record will be sent to resolution and the division will be responsible for determining if this is a new student or if it matches an existing student.

3. Student Resolution:

- a. Division Project Manager (or delegate) will log into EIMS, enter the File Management screen and resolve students.
- b. *Please note:* You will only see the student demographic resolutions required for your division.

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4. Student Data File Approval:
  - a. Upon resolving all students, the division Project Manager will log into EIMS, enter the File Management screen and approve the student demographic file.
  - b. PEM will load the approved student demographic file into EIMS for permanent storage.
5. Return of Testing Identifier
  - a. PEM will return student testing identifiers to each division via a tab delimited file.
  - b. Details regarding the Testing Identifier Return File can be found in **Appendix A**.

## Appendix A

The testing identifier return file is a tab-separated file that contains the following six fields:

Field	Data Element Name	Type	Width	Acceptable Values
1	Local Student ID	A	12	0-9, A-Z, blank
2	Responsible Division Code	A	3	0-9
3	Responsible School Code	A	4	0-9
4	Serving Division Code	A	3	0-9
5	Serving School Code	A	4	0-9
6	Unique Statewide Testing Identifier	A	10	0-9

The division codes and school codes will contain leading zeros.